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Assistant to DCI

14 March 1956

Acting Director of Training

Weekly Summary Report
(Combined Report for Weeks beginning 22 and 29 February 1956)

INTRODUCTION

The Office of Training has the following items to report: (1) request from NIS for Studies in Intelligence; (2) establishment of foreign language dining-room; (3) the initiation of a refresher course in effective cable writing; and, (4) Director of Training Field Inspection.

STUDIES IN INTELLIGENCE

The Office of Training has received a request from the Deputy Director of the Naval Intelligence School for a number of copies of the most recent issue of Studies in Intelligence for classroom use. The faculty of the Naval Intelligence School expressed great interest in this issue, which contains the [redacted] and 25X1A9a
25X1A9a [redacted] on "Capabilities."

FOREIGN LANGUAGE DINING-ROOM

On the initiative of the Chief, Language and External Training School, OTR, the Government Services cafeteria has established a foreign language dining-room in the Recreation and Services Building. Language tables have been set up for French, German, Spanish and Russian. This facility will increase the opportunity for Agency employees to keep their language competence alive in an informal atmosphere and is open to any Agency employee. During the first week there was a daily participation of about 50 individuals.

CABLE WRITING

On 23 April 1956, a 3 1/2-hour refresher course in effective cable writing will be initiated for Clandestine Services personnel.

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SUBJECT: Weekly Summary Report

This course is being established in response to a requirement from the Chief of Operations, DD/P, who has directed that it will be taken by all members of DD/P who are involved in any way with the writing of cables. The major emphasis will be on effective cable writing; instruction will be provided by senior officers of DD/P, the Office of Communications, and the Office of Training. This program will be held in the Recreation & Services Building auditorium. Each of the ten scheduled runnings will accommodate 120 students.

DIRECTOR OF TRAINING FIELD INSPECTION

This Office has received several dispatches from the Director of Training following his brief visits to Europe and the Middle East. Immediate action has been requested by Mr. Baird on several items involving headquarters support to field training activities. Appropriate action has been taken in response to each of these requests. It has become clear that the value of personal contact and the resultant prompt action regarding training problems in the field lend added significance to this type of field inspection.

[redacted] 25X1A9a

CC: 1 - DD/P
1 - DD/I
2 - DD/S
} w/o Supplement

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Orig & 1 - Addressee — w/ supplement
1 - DTR - w/ supplement
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